



COMMONWEALTH of VIRGINIA

Office of the Governor

Keyanna Conner
Secretary of Administration

Data Sharing and Analytics Advisory Committee

Meeting Minutes

December 12, 2018

Rare Book Room – Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

12:00 PM – 1:00 PM

Virtual Meeting URL: <https://global.gotomeeting.com/join/536404757>

Conference Bridge: +1 631-605-8719 PIN: 203 855 109#

Attendees:

Senator Siobhan S. Dunnavant – standing in for Senator George Barker

Felix Shapiro, Chief Workforce

Peter Blake – State Council of Higher Education for Virginia (SCHEV)

Michelle Gowdy, Virginia Municipal League

Robbie Demerio, Commerce and Trade

Dan Cary, Secretary of Health and Human Resources

Stephen A. Cobb, Office of the Attorney General

Shawn Talmadge Designee, Secretary of Public Safety and Homeland Security

Carlos Rivero, Chief Data Officer, Office of the Secretary of Administration

Josh Levi, Northern Virginia Technology Council, Regional Technology Council *via phone*
Herndon, Virginia

Rowley Molina, Altria, Non-Legislative Citizen Member (Data Security)

Laura Totty, *Virginia Association of Counties*



Call to Order, Welcome, and Introductions

Meeting called by Senator Dunnivant

Welcome and Introductions

Roll Call – Quorum

Approval of Minutes from 10/03/2018 – Motion to approve; Approved minutes of 10/03/2018 by Senator Dunnivant.

New Business

Governance Framework

Carlos Rivero, Chief Data Officer – Details on the relationships, requesting an extension and a letter of support and commitment are all in the process.

- Commonwealth Data Internship Program – Student Engagement is in progress and will start in January 2019.
- Stakeholder engagement – Botetourt County and rural engagement and digital economy discussions are scheduled to start in the upcoming weeks.
- Research and External Research – Student engagement will start in January 2019.
- Submission for biannual budget will be submitted soon.
- VML and VACO, we need contacts from the committee members to see if there are individuals/localities who would like to participate in the stakeholder engagement process.

Data Governance Report

Recommended actions

- Add information to the interim report involving the Opioid engagements, the governance framework and how we are utilizing this in the Opioid initiatives
- Page 6- 1st bullet under previous activities has been amended and will highlight new framework
- List MOU efforts that took place in previous administrations
- Change verbiage “use cases” changed to “examples”
- Final Report – submission by July 01, 2019 and included in the Biannual budget by September 01, 2019
- Include Opioid pilots
- Executive Steering Committee – Revised to have cabinet secretaries approve strategic goals
- Commonwealth Agency Executive Leadership – Agencies have expressed the desire to participate and the document should not necessarily only address cabinet leadership



- Frequency of the meetings was added into the document
- Data Governance Council – Added that the council will meet quarterly
- Data Stewards Group – Added verbiage
- Cross Agency Data domains – Added verbiage
- Timeline – must be shifted once the request letter is in and updated with the new dates.
- Appendix – add information on the project and how the collaborations have progressed.
- Governance Framework – include uses cases and who has been working on these committees.
- Resources and Resource Constraints will be a part of the actual proposal
- Common best practices
- Expanded Data Stewards group definition for data consumers, analyst – someone who understand the standards not just technology and to include operational subject matter experts. All positions already exist and are participating and we are looking to formalize those relationships and communications as it relates to the cross data domain coordinators.

Senator Dunnavant – Which group determines the subject matter expert? When reviewing a request, who makes the decision of whom those persons are and how the approvals are routed?

Carlos Rivero, Chief Data Officer - The Data Governance Council is responsible for what data sets need to be incorporated to address the complex issues. Once the data sharing agreement is in place, the designated groups would have to be responsible.

There should be a standard platform for everyone within the commonwealth to use. The idea is that agencies share data and the platform will implement the security controls and provide the auditing capabilities as well. HUB and spoke model that when applicable agencies will

Senator Dunnavant - Who pays for the computing power?

Carlos Rivero, Chief Data Officer - We are working on a cost model to see who is utilizing the data to then pay into the model. If they are getting benefit from the platform then they should bear the responsibilities of cost.

Dan Cary, Secretary of Health and Human Services – Scarcity may be a concern. There should be queuing of allocation of resources amongst the agencies based on priorities. Where does the governance occur?

Carlos Rivero, Chief Data Officer stated “The Executive Steering Committee”.

Research universities have a direct need for our data, the reactive approach does not always work. Funding to operate data platforms can be provided through the universities via federal grants and private organizations.

Senator Dunnavant – What are the steps between desired information and the request to use it?



In order to access it has to be available through to others whom want to access the data. Robust access is necessary, concerned the process is much more cumbersome. How would users gain access to the data? There is a concern that this is not balanced between executive and legislative branches. How are we going to prioritize how this work is done? Legislative Branch participation is necessary.

Contractual law and privacy law concerns about the request the platform for the data that will be exchanged.

Carlos Rivero, Chief Data Officer – The end result is to have one platform to leverage the data. Programming algorithms will be in place in order to make access much more robust.

Task - Carlos to get clarity on privacy laws.

Carlos Rivero, Chief Data Officer – driven more by demand and need. NC has gone through several iterations to obtain the goals needed.

Dan Cary, Secretary of Health and Human Services – at some point data should be self-served, OPEN DATA is this an element of self service at some point.

Carlos Rivero, Chief Data Officer – there are workflows that we can develop that will facilitate that. Senator D – Open data should be available via website

Carlos Rivero, Chief Data Officer – platform with secured information that meets the security controls and agencies can pull the report from one specific data sharing platform. Currently working to re-establish the data stewards group.

Peter Blake – State Council of Higher Education for Virginia (SCHEV) - Budget anticipated this session?

Carlos Rivero, Chief Data Officer – The budget request to develop a data inventory has been submitted. We also have defined projects to develop the data catalogue to support data awareness.

Senator Dunnavant - Interim report will be submitted along with a letter of support and commitment from the Governor.

No public comment

Next meeting March 13, 2019

Adjournment

All committee members in attendance approved, Motion to adjourn; approved no objections

Meeting ended at 12:50 pm

Next meeting is scheduled for 03/13/2019

Motion to adjourn